

RESOLUTION NO. 12-313

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING TASK ORDER NO. 1 OF THE GENERAL ARCHITECTURAL SERVICES CONTRACT FOR DESIGN/TECHNICAL SERVICES AT THE GARRISON BIGHT MARINA TRANSIENT FACILITY/DOCK MASTER BUILDING IN AN AMOUNT NOT TO EXCEED \$122,204.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 12-220, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That Task Order No. 1 for William P. Horn, Architect, PA for design/technical services at the Garrison Bight Marina Transient Facility/Dockmaster Building is hereby approved in an amount not to exceed \$122,204.00.

Section 2: That funds for this project are allocated under City Marina budget line item 413-7551-575-6200.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 7th day of November, 2012.

Authenticated by the presiding officer and Clerk of the Commission on November 8, 2012.

Filed with the Clerk November 8, 2012.

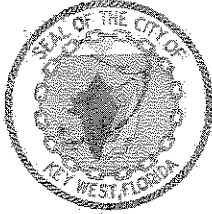


CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: October 15, 2012
To: Bob Vitas, City Manager
From: Karen Olson, Special Projects Designer
CC: David Fernandez, ACM
Mark Finigan, ACM
Doug Bradshaw, Senior Project Manager

Subject: Approve Task Order #1 of General Architectural Services Contract for design/ technical services of the Garrison Bight Marina Transient Facility / Dock Master Building in the lump sum amount of \$122,204.00.

Action Statement

This Resolution approves Task Order #1 for the design / technical services for the Garrison Bight Marina Transient Facility / Dock Master Building to William P Horn Architect, PA.

Background

City Marina at Garrison Bight requires infrastructure improvements to its transient facilities. The City has received a Boating Infrastructure Grant (BIG) in the amount of \$500,000.00 (res. 11-241) for these improvements. These facilities will include new restroom facilities and electrical wiring to its transient docks.

The wiring portion of this grant will be performed under a separate task order and will use \$150,000.00 of grant funds available. Leaving up to \$350,000.00 in grant funding for the transient restrooms.

The design will also include new Dock master offices, storage and public restrooms in the same footprint. This additional space will not be covered by the grant funding. The City Marina has a total budget for the combined transient / dock master facility of \$1,050,000.00.

M E M O R A N D U M

Key to the Caribbean - Average yearly temperature 77° F.

Purpose and Justification

The transient bath house which includes toilet facilities and showers has exceeded its life expectancy. Although renovated, the facility is substandard and detracts from our transient guests staying at the marina.

The dock master offices are located in a trailer directly adjacent to the transient bath house. The space is small with no public restrooms and lacks adequate storage and work space.

The combined use facility will provide a modern transient facility with toilet facilities, showers, laundry, dock master offices, storage, work space and public restrooms. Placing the two facilities under one roof will offer a cost savings to the City.

The Facility will be designed to meet Florida Green Building Code (FGBC).

Staff has reviewed the task order and finds the costs presented, including the FGBC Submittal /Certification, can be supported for this facility. Furthermore all hourly rates are in compliance the William P. Horns Master Agreement with the City for General Architectural Services.

Options

Option #1 Reject proposed task order #1.

Option #2 Approve proposed task order #1 to William P Horn Architect, PA for the design / technical services of the new Garrison Bight Marina Transit Facility / Dock Master Building in the amount of \$122,204.00.

Financial Issues

The city has budgeted \$1,050,000.00 for this project with up to \$350,000.00 in reimbursable grant funds. The total budget will include design / technical services, existing facility demolition/removal, new facility, landscaping, site and utility improvements and FGBC certification.

The City Marina has budgeted for this project in account 413-7551-575-6200.

Recommendation

Staff recommends option #2, Approve proposed task order #1 to William P Horn Architect,PA for the design / technical services of the new Garrison Bight Marina Transit Facility / Dock Master Building in the amount of \$122,204.00.

PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 12-01

**Architectural & Engineering Design and Technical Services
Garrison Bight Marina Transient Restrooms/Dock Master Building**

**Prepared for
City of Key West Utilities Department**

September 14, 2012

William P Horn Architect, PA

**915 Eaton Street
Key West, Florida 33040
305-296-8302**

BACKGROUND AND OBJECTIVES

The City has been awarded a Federal Boating Infrastructure Grant for the construction of a new transient restroom facility and electrical upgrades to several docks. The City intends to incorporate a new dock master's office into the proposed facility. The overall project will include demolishing the existing restroom building and dock master building. The facility is anticipated to be around 2,800 SF and will include several restrooms, laundry, dock master's office, conference room, storage area, stairs/ covered walkways/ elevator or ramp, parking lot improvements, landscaping, and utility services. The electrical upgrades to the docks are not part of this project and are in a separate task order outside of this scope of work.

This task order includes the following components:

- Site analysis, site survey
- Project design, Minor Development Plan Approval
- Final construction plans and specifications
- Bid Phase Services
- Construction Phase Services

SCOPE OF WORK

TASK 1 – SITE EVALUATION, DATA COLLECTION AND SURVEY

- 1.1 Collect and review available as-built documents and the SWPPP prepared for the marina in 2006.
- 1.2 Review the Storm Water Master Plan with City staff to identify the specific locations and limits of the proposed improvements.
- 1.3 Perform project area inspections to determine and confirm existing physical conditions pertaining to current stormwater drainage elements, patterns and characteristics.
- 1.4 Update 2006 survey of the project site.

TASK 2 – PRELIMINARY DESIGN AND DEVELOPMENT PLAN APPROVAL

- 2.1 Prepare Preliminary Design documents consisting of site analysis and site and building design.
- 2.2 The drawings shall consist of a cover sheet, overall site plan/key map, floor plans, elevations, utility plans, conceptual grading and drainage plans, and conceptual landscape plan. These drawings will be of presentation quality intended to reflect the final product.

- 2.3 Coordinate with City staff and prepare appropriate drawings and documents necessary for Development Plan approval.
- 2.4 Attend DRC and Planning Board meetings for Development Plan approval.
- 2.5 Upon receipt of complete written comments from all applicable CITY departments, we shall address the comments, provide the necessary revisions and prepare final drawings.

TASK 3 – FINAL DESIGN

- 3.1 Prepare construction documents which shall include but not be limited to drawings and technical specifications, general and supplementary conditions, bid forms, invitations to bid, instructions to bidders, with technical criteria, descriptions and design data necessary for permitting by governmental authorities, and shall include any further adjustments in the scope or quality of the project or in the construction budget authorized by the City.
- 3.2 Use front end bid documents provided by the City including bidding forms, conditions of the contract, and form of AGREEMENT between the City and CONTRACTOR.
- 3.3 Make available all design calculations and associated Data.
- 3.4 Furnish five (5) copies of the 95% Complete Design documents and present and review them with the City for final comments and revisions.
- 3.5 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

TASK 4 – BID PHASE SERVICES

- 4.1 We shall assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 4.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
- 4.3 We shall consult with and advise the CLIENT as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called CONTRACTOR(S)) for those portions of the work as to which such acceptability is required by the Bidding Documents.

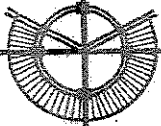
TASK 5 – CONSTRUCTION PHASE SERVICES

- 5.1 Shop Drawing Review – We shall review sets of shop drawings supplied by Contractor for conformance with the engineering design concept of the project and information given in the contract documents. Review of any shop drawing is limited to general design concepts and general compliance with the information in the construction plans and specifications.
- 5.2 Limited Construction Observation – We shall provide limited construction observation services as shown below:
- We shall provide project representation by staff to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
 - We will as a minimum attend the pre-construction meeting, review shop drawings, review draw requests, answer questions through the construction period and provide clarification drawings if needed, go the onsite construction meetings every other week and go to any other special or additional meetings as required (it is assumed that the City will have someone going to the site on a more regular basis than the architect to inspect the project) and create the final punch list.
 - Our civil engineering representatives will attend the appropriate utility system tests (water main pressure test), as required to make engineering certifications to appropriate governmental agencies.
- 5.3 Record Drawings (for underground utilities only) – We shall prepare record drawings based on “as-built” drawings to be provided to the engineer by the contractor. The “as-built” drawings must be signed and sealed by a Professional Land Surveyor registered in the State of Florida. The contractor shall also provide the ACAD files of the survey for our use in development of the record drawings. The record drawings prepared by us shall be submitted to the Client and to the applicable municipal/regulatory agencies. Record drawings for the building will be provided by the contractor.

TASK 6 – Florida Green Building Coalition (FGBC) SUBMITTAL/ CERTIFICATION SERVICES

- 6.1 Review FGBC minimum requirements to determine if project qualifies for FGBC certification.
- 6.2 Submittal process, including registering project online, kick off charette meeting, create action plan and pick desired credits, coordination and submittal of all required information onto FGBC online web site (including all required drawings, data, documentation & calculations).
- 6.3 Project registration and certification (paid to FGBC).

DELIVERABLES



WILLIAM P. HORN ARCHITECT, P.A.

License No. AA.0003040

915 EATON STREET, KEY WEST, FLORIDA 33040

PHONE: 305-296-8302 FAX: 305-296-1033

Date: 10/23/12

**To: Doug Bradshaw
Senior Project Manager
City of Key West
Engineering/Port**

**Re: Estimated Hourly Rate Breakdown of Costs
Task Order 12-01
Garrison Bight Marina Transient Restrooms/Dock Master Building**

Dear Mr. Bradshaw,

Please see the following information you requested below.

TASK 1- Site evaluation, data collection and survey

Architect:		
Principal Architect	\$225.00/hr x 6 hours =	\$1,350.00
Architect	\$150.00/hr x 12.5 hours =	\$1,875.00
Surveyor	Fixed fee =	\$1,000.00
	Sub-total =	\$5,185.00

TASK 2- Preliminary Design and Development Plan

Architect:		
Principal Architect	\$225.00/hr x 40 hours =	\$9,000.00
Architect	\$150.00/hr x 50 hours =	\$7,500.00
Intern Architect	\$125.00/hr x 50 hours =	\$6,250.00
Draftsperson	\$95.00/hr x 125 hours =	\$11,892.00
Structural Engineer:		
Structural Engineer	\$150.00/hr x 4 hours =	\$600.00
MEP Engineer:		
Engineer	\$140.00/hr x 5 hours =	\$700.00
Civil Engineering:		
Principal Civil Engineer	\$150.00/hr x 3 hours =	\$450.00
Senior Civil Engineer	\$120.00/hr x 2 hours =	\$240.00

Drafting	\$85.00/hr x 10 hours=	\$850.00
Landscape Architect:		
Landscape Architect	\$150.00/hr x 20 hours=	\$3,000.00
Landscape Designer	\$100.00/hr x 10 hours=	\$1,000.00
	Sub-total=	\$41,482.00

TASK 3- Final Design

Architect:		
Principal Architect	\$225.00/hr x 5 hours =	\$1,125.00
Architect	\$150.00/hr x 25 hours =	\$3,750.00
Intern Architect	\$125.00/hr x 20 hours=	\$2,500.00
Draftsperson	\$95.00/hr x 43 hours=	\$4,062.00
Structural Engineer:		
Structural Engineer	\$150.00/hr x 30 hours=	\$4,500.00
MEP Engineer:		
Engineer	\$140.00/hr x 30 hours=	\$4,200.00
Drafting	\$70.00/hr x 58 hours=	\$4,060.00
Civil Engineering:		
Principal Civil Engineer	\$150.00/hr x 4 hours=	\$600.00
Senior Civil Engineer	\$120.00/hr x 40 hours=	\$4,800.00
Drafting	\$85.00/hr x 48 hours=	\$4,100.00
Landscape Architect:		
Landscape Architect	\$150.00/hr x 10 hours=	\$1,500.00
Landscape Designer	\$100.00/hr x 11 hours=	\$1,100.00
	Sub-total=	\$36,297.00

TASK 4- Bid Phase Services

Architect:		
Principal Architect	\$225.00/hr x 9 hours =	\$2,025.00
Architect	\$150.00/hr x 8 hours =	\$1,200.00
Intern Architect	\$125.00/hr x 4 hours=	\$500.00
Structural Engineer:		
Structural Engineer	\$150.00/hr x 2 hours=	\$300.00
MEP Engineer:		
Engineer	\$140.00/hr x 4 hours=	\$560.00

Landscape Architect:		
Landscape Architect	\$150.00/hr x 4 hours=	\$600.00
	Sub-total=	\$5,185.00

TASK 5- Construction Phase Services

Architect:		
Principal Architect	\$225.00/hr x 25 hours =	\$5,625.00
Architect	\$150.00/hr x 30 hours =	\$4,500.00
Structural Engineer:		
Structural Engineer	\$150.00/hr x 6 hours=	\$900.00
MEP Engineer:		
Engineer	\$140.00/hr x 11 hours=	\$1,530.00
Civil Engineering:		
Senior Civil Engineer	\$120.00/hr x 12.5 hours=	\$1,500.00
Landscape Architect:		
Landscape Architect	\$150.00/hr x 10 hours=	\$1,500.00
	Sub-total=	\$15,555.00

TASK 6- FGBC Submittal/Certification

Sustainability Consultant:		
Principal	\$180.00/hr x 20 hours=	\$3,600.00
Sr. Project Manager	\$125.00/hr x 40 hours=	\$5,000.00
Project Manager	\$95.00/hr x 20 hours=	\$1,900.00
Research Associate	\$75.00/hr x 34 hours=	\$2,550.00
Office Manager	\$45.00/hr x 10 hours=	\$450.00
Site Inspections (two), travel exp. (not to exceed)=		\$4,000.00
Certification Fee (to FGBC)=		\$1,000.00
	Sub-total=	\$18,500.00